

NATIONAL ARCHIVES-FORT WORTH, TEXAS

REQUEST FORM FOR BANKRUPTCY CASES RETURNED BY MAIL OR FAX

Please read our **INSTRUCTIONS BELOW** and then follow the steps below to obtain photocopies of a BANKRUPTCY case.

**STEP 1 CASE INFORMATION**

For each case obtain the following information from the U.S. Bankruptcy Court where the case was closed.

**\*\*Your request cannot be serviced without the correct information in each of these blocks. Please use one form per case. ORDERS WILL NOT BE TAKEN BY PHONE.**

CITY WHERE COURT IS LOCATED	FRC ACCESSION NO.** 021-	FRC LOCATION NO.**
CASE FILE NAME (5)**	CASE FILE NO.**	AGENCY BOX NO.**

**STEP 2 REQUEST INFORMATION**

Indicate what you want (please check only one).

SEE EXPLANATION OF OPTIONS IN OUR INSTRUCTIONS ON REVERSE SIDE.

- A. PACKAGE-Pre-selected documents\* (A1 \$10.00 (A2 \$20.00  
\*If the file is larger than one box, a docket sheet must be included with the request.
- B. ENTIRE-All documents in case. Individual cases only-no business  
(Page limit: 70 pages) (B1 \$35.00, mail or fax (B2 \$45.00, certified by mail only

**STEP 3 RETURN INFORMATION**

Information needed to process and return your request

NAME \_\_\_\_\_ **FOR COPIES RETURNED BY FAX:**

ADDRESS \_\_\_\_\_ FAX # ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

DAYTIME TELEPHONE NUMBER ( ) \_\_\_\_\_

**Federal Express shipments:**

For copies to be sent by Federal Express, check this box ( ) for an additional \$4 charge to be included in the payment **OR** write the recipient's Federal Express account number \_\_\_\_\_

**Payment:**

Make check or money order payable to NATIONAL ARCHIVES TRUST FUND. If you request more than

one case please provide a separate check for each request in case one of your requests is unserviceable. Credit cards include MASTERCARGE, VISA, DISCOVER, or AMERICAN EXPRESS.

NAME \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

**STEP 4 SUBMIT REQUEST**

Complete this form and mail or FAX it to the National Archives-Fort Worth with your check, money order or credit card information. Requests cannot be made by voice telephone.

**INSTRUCTION FOR REQUESTING COPIES OF BANKRUPTCY CASES  
FROM THE NATIONAL ARCHIVES RETURNED BY MAIL OR FAX**

**IMPORTANT!** Please read these instructions before completing your request form. **PAYMENT MUST ACCOMPANY REQUEST:** The National Archives will service requests delivered by the U.S. Postal Service (USPS), common courier, or FAX for copies of Bankruptcy cases.

**ORDERS WILL NOT BE TAKEN BY PHONE.** Orders sent by FAX must include a credit card number (MASTERCARD, VISA, DISCOVER, or AMERICAN EXPRESS). **WE WILL NOT PROCESS FAXED REQUESTS WITH COPIES OF CHECKS OR MONEY ORDERS.** We do not send confirmation that your FAX was received. Orders sent by USPS or common courier may be paid by check, money order, or credit card. Requests are serviced within THREE working days of receipt under normal circumstances. Please allow at least ten working days before calling to check on a request sent by and to be returned by USPS.

**OPTIONS:**

**A. PACKAGE (INDIVIDUAL BANKRUPTCY ONLY)**

The National Archives-Fort Worth will make copies of the following documents only: **NO SUBSTITUTES ACCEPTED!** For large bankruptcy cases (more than one agency container), a docket sheet must be included.

- Order of Discharge, Order of Dismissal, or Final Decree
- The debtors' Voluntary Petition
- Summary of debts and property (assets)
- Creditors holding unsecured nonpriority claims (These forms are designated as schedules A1, A2 and A3, on the old Bankruptcy forms, and schedules E, D and F on the revised Bankruptcy forms.)

Some Bankruptcy Cases do not contain all of the documents listed above. If you choose THE PACKAGE, you will receive copies of the listed documents that are filed in the case and a list of the documents that are missing. All questions concerning file contents should be directed to the appropriate BANKRUPTCY Court.

**A1=PACKAGE not certified by mail, Federal Express, or fax \$10.09**

**A1=PACKAGE certified by mail or Federal Express \$20.00**

**B. ENTIRE CASE(INDIVIDUAL CASE ONLY) (70 page limit mail/FAX)**

Entire case will be copied. If the case exceeds 70 pages you will be notified and given other options at that time.

**B1=ENTIRE CASE not certified by mail, Federal Express, or fax \$35.00**

**B2=ENTIRE CASE certified by mail or Federal Express \$45.00**

**YOUR REQUEST WILL BE RETURNED TO YOU UNSERVICED IF:**

1. The information supplied in Step 1 is incorrect or incomplete. \*\*
2. The name on the case file does not match the name and case number requested.
3. Your credit card was not approved.
4. Your request exceeds 70 pages.
5. Payment was not included.

**SEND REQUESTS TO:**

National Archives  
P.O. Box 6216  
501 West Felix St., Bldg. I, Dock 1  
Fort Worth, TX 76115

**FAX REQUESTS TO: (817)334-5630**

**\*\*Faxed requests MUST contain credit card numbers.**

For more information about our services, call (817)334-5632 for a recorded instructional message.